

THE NOW AND THEN NEWSLETTER

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA

Issue No. 1

August 2006

NEWSFLASH: The Administrative Office of U.S. Courts has installed new SPAM filters on the Judiciary's email system.

Submitting Orders via EMail

Increased security measures taken by the Administrative Office of U.S. Courts to protect the Judiciary's email system may result in certain email correspondence being rejected unless it is submitted in proper format.

Chambers staff report that email orders will be sorted by the information described in the subject line and that it is crucial to follow the correct format as follows:

HEARING Format:

Date of hearing (format xx/xx/xx) (one space) 7-digit Case No. (one space) Debtor(s) last name, e.g., For a hearing held June 16, 2002, Case No. 02-10456-MAM-13, James Smith: **06/16/02 02-10456 Smith.**

NEGATIVE NOTICE Format:

Type (one space) Last day for objections (format xx/xx/xx)(one space) 7-digit Case No. (one space) Debtor(s) last name, e.g. For a negative notice motion where last day to file objections is July 3, 2002, in Case No. 02-10345-MAM-7, Jane Doe: **NN 07/03/02 02-10345 Doe.**

OTHER ORDERS Format:

7-digit Case No. (one space) Debtor(s) last name, e.g., Case No. 02-10456-MAM-13, James Smith: **02-10456 Smith.**

LATE NEWSFLASH FROM CHAMBERS: WHEN YOU SUBMIT AN AMENDED ORDER, PLEASE NOTE IN THE BODY OF THE EMAIL EXACTLY WHAT THE AMENDED ORDER IS AMENDING, e.g., **NAME, DESCRIPTION OF PROPERTY,** etc.
